

Nortel IP 1120e/1140e Phone

Directory, Telephone Options, and other Features

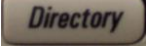

Click on a topic below to view the instructions

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Personal Directory

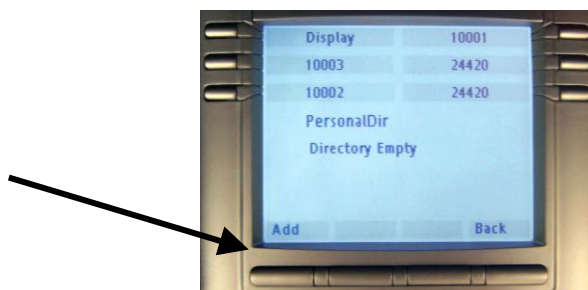
Use the Personal Directory to store up to 100 names with telephone numbers.

- Without lifting the handset, Press the **Directory** button 
- Personal Directory** is the first item in the list. Press the **Enter** button 

OR from the display window, press the feature button below **Select**




- Press the feature button below **Add**.




- Use the dial pad to **enter the name**.



- For example, if you want to enter the letter **A**, press the number 2 button once. If you want to enter the letter **C**, press the number 2 button three times. No letters are associated with the numbers 1 or the 0 buttons.
- **Use** the navigation buttons  to **add a space** or move the entry point to the **left** or **right**.
- The display contains additional options including **Delete** and **Clear**. Use the Delete feature button to delete the character to the right of the entry point. Use the Clear feature button to erase all characters entered.
- Press the **More** feature button to view additional options including **case** or **CASE**, which will change the capitalization of the next letter entered; **Cancel** to end the action; **Symbol** which will display a variety of non-alphanumeric symbols that may be added to the name:
 - ❑ Press the Up navigation button to access the symbols.
 - ❑ Press the **Left/Right** navigation buttons to move to a specific symbol.
 - ❑ Press the **Choose** feature key to select the symbol to the right of the entry point.
 - ❑ Press **Text** to return to Text entering.
- When finished with Name press **Next**.
- **Enter the telephone number**. If the telephone number is within the State telephone system enter the five-digit telephone number. Otherwise enter 9 + the telephone number.
- When finished, press the **Done** feature button.
- You may press **Add** to continue adding more entries or press the **Quit** button to exit Personal Directory.

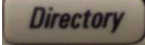

Edit Personal Directory Entries

- To edit an entry in your Personal Directory, press the **Directory** button.
- Personal Directory is the first item in the list. Press the **Enter** button 

OR from the display window, press the feature button below **Select**.

- Scroll** through the directory using the Navigation button. Press **Edit** at the desired entry. You may also choose **Delete** to remove the entry from your Personal Directory (when deleting, confirm by pressing the **Yes** feature button).
- Correct** the name entry, if necessary.
- Press the **Next** feature key.
- Correct** the number entry, if necessary.
- Press **Done** to save the changes.
- Press the **Quit** button to exit Personal Directory.

Making a Call Using the Personal Directory

- Press the **Directory** button 
- Personal Directory** is the first item in the list. Press the **Enter** button 

OR from the display window, press the feature button below **Select**.

- Scroll** through the directory. Press **Dial** at the desired entry.

Making a Call Using Callers List

The Callers List feature automatically stores up to 100 callers. After 100 callers have been stored, each additional caller overwrites the oldest entry. By default, Callers List logs all incoming calls, but can be changed to log only unanswered calls. See Configuring Callers List Log in Telephone Options documentation for more information.

- Press the **Directory** button 

- Scroll down to **Callers List**.



- Press the **Enter** button 

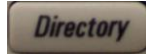
OR from the display window, press the feature button below **Select**.

- Scroll through the directory. Press **Dial** at the desired entry.
- Press the **Quit** button to exit Personal Directory.

Making a Call Using Redial List

The Redial List feature automatically stores up to 20 previously dialed telephone numbers.

- Press the **Directory** button



- Scroll down to **Redial** List.



- Press the **Enter** button



OR from the display window, press the feature button below **Select**.

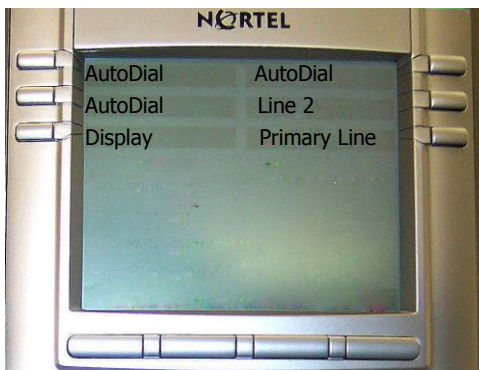
- Scroll through the directory. Press **Dial** at the desired entry.

Press the **Quit** button to exit Personal Directory.

Store AutoDial Number

Use AutoDial to display, store and automatically dial telephone numbers. AutoDial is NOT available on Nortel 1120e telephones.

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- The display screen contains the word **AutoDial** next to the associated feature button. Without lifting the handset, press the **AutoDial** button you would like to set up.
- Using the dial pad, **dial** the telephone number to be stored on the selected AutoDial button. Remember to begin outside numbers with 9.
- Press the **AutoDial** button again to store the number. The stored number will now appear in place of AutoDial. To replace the number label with a name see Change Feature Key Label below.

Last Number Redial

Use the Last Number Redial feature to automatically redial the last dialed number.

- **Lift** the handset.



- Press your **Line button** located next to the display area that shows your phone number.

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To redial using Handsfree, press the **Line button twice** (or press **Handsfree** button, then the **Line button**)

Store a Speed Call Number

Use the Speed Call feature to assign a one-digit code to automatically dial up to 10 frequently called telephone numbers.

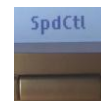
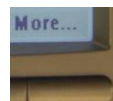
- Without lifting the handset, press the **SpdCtl** (Speed Call Controller) feature button (you may need to press the **More** feature button to view **SpdCtl**).
- **Press** a digit from 0-9.
- **Enter** the telephone number. Remember to begin outside numbers with 9. (If an error is made press SpdCtl and perform the above steps again.)
- Press **SpdCtl** again to save the code and number.



Make a Speed Call

Use the Speed Call feature to automatically dial up to 10 frequently called telephone numbers. To store a speed dial number see the instructions above.

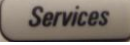
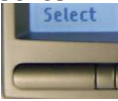



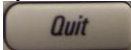
- **Lift** the handset.
- Press the **SpdCtl** (Speed Call Controller) feature button (you may need to press the **More** feature button to view **SpdCtl**).



- **Press** the speed dial code (0-9) to automatically dial the number.






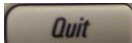
Adjust Volume

Ringer, Handset listen, and Handsfree listen volumes can be adjusted to suit your preferences.

- Without lifting the handset, press the **Services** button. 
- **Telephone Options** is the first item in the list. Press the feature button below **Select** in the display window  OR press the **Enter** button  (center of the navigation buttons).
- Volume Adjustment is the first item in the list. Press the feature button below **Select** in the display window OR press the **Enter** button.
- Use the navigation button to scroll down or up to the feature to be adjusted. 
- Press the feature button below **Select** in the display window OR press the **Enter** button.
- Increase or Decrease the volume using the navigation button.
- Press the **Select** feature button to save the volume level and return to **Telephone Options** OR Press the **Cancel** feature button to keep the existing configurations. 
- Press the **Quit** button to exit the menu. 

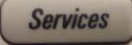




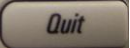
Adjust Screen Contrast

The LCD screen contrast can be adjusted to suit your preferences.

- Without lifting the handset, press the **Services** button. 
- **Telephone Options** is the first item in the list. Press the feature button below **Select** in the display window  OR press the **Enter** button  (center of the navigation buttons).
- Use the navigation button to scroll down to **Contrast Adjustment**. 
- Press the feature button below **Select** in the display window OR press the **Enter** button.
- Increase or Decrease the display contrast level using the navigation button.
- Press the **Select** feature button to save the contrast level and return to **Telephone Options** OR Press the **Cancel** feature button to keep the existing configurations. 
- Press the **Quit** button to exit the menu. 






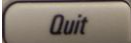
Select Date and Time Format

Several date and time formats are available. Formats are based on the 12-hour and 24-hour clocks.

- Without lifting the handset, press the **Services** button. 
 - **Telephone Options** is the first item in the list. Press the feature button below **Select** in the display window  OR press the **Enter** button  (center of the navigation buttons).
 - Use the navigation button to scroll down to **Date/Time**. 
 - Press the feature button below **Select** in the display window OR press the **Enter** button.
 - Use the navigation button to scroll up or down the sample formats.
 - Press the **Select** feature button to save the format and return to **Telephone Options**
- OR Press the **Cancel** feature button to keep the existing configurations. 
- Press the **Quit** button to exit the menu. 

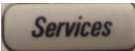



Local DialPad Tone

The Local DialPad Tone option produces a single tone, dual-tone multi-frequency (DTMF) sounds or no sound when you press a button on the dial pad. The default is no sound.

- Without lifting the handset, press the **Services** button. 
 - **Telephone Options** is the first item in the list. Press the feature button below **Select** in the display window  OR press the **Enter** button  (center of the navigation buttons).
 - Use the navigation button to scroll down to **Local DialPad Tone**. 
 - Press the feature button below **Select** in the display window OR press the **Enter** button.
 - Use the navigation button to scroll through the sound options.
 - Press the **Select** feature button to save the sound option and return to **Telephone Options**
- OR Press the **Cancel** feature button to keep the existing configurations. 
- Press the **Quit** button to exit the menu. 

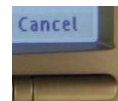
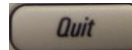
Configure Callers List

Callers List will log all calls, but it can be configured to log only unanswered calls. The default is to log all calls.

- Without lifting the handset, press the **Services** button. 
- **Telephone Options** is the first item in the list. Press the feature button below **Select** in the display window  OR press the **Enter** button  (center of the navigation buttons).
- Use the navigation button to scroll down to **Call Log Option**. 
- Press the feature button below **Select** in the display window OR press the **Enter** button.
- **Incoming Calls** is the first item in the list. Press the feature button below **Select** in the display window OR press the **Enter** button.
- **Log Mode** is the first item in the list. Press the feature button below **Select** in the display window OR press the **Enter** button.
- Use the navigation button up or down to highlight the preferred option.
- Press the **Select** feature button to save the option and return to **Incoming Calls**.





OR Press the **Cancel** feature button to keep the existing configurations.

- Press the **Quit** button to exit the menu.



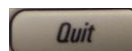
Configure New Call Indication

New Call indication can be turned on or off. The default is to display new callers.

- Without lifting the handset, press the **Services** button. 
- **Telephone Options** is the first item in the list. Press the feature button below **Select** in the display window  OR press the **Enter** button  (center of the navigation buttons).
- Use the navigation button to scroll down to **Call Log Option**. 
- Press the feature button below **Select** in the display window OR press the **Enter** button.
- **Incoming Calls** is the first item in the list. Press the feature button below **Select** in the display window OR press the **Enter** button.
- Use the navigation button to scroll down to **New Call Indication**.
- Press the feature button below **Select** in the display window OR press the **Enter** button.
- Use the navigation button up or down to highlight the preferred option.
- Press the **Select** feature button to save the option and return to **Incoming Calls**

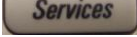




OR Press the **Cancel** feature button to keep the existing configurations.


- Press the **Quit** button to exit the menu.



Configure Preferred Name Match

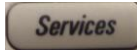



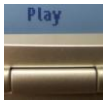

Your phone can be configured to display the name of the caller as defined in your Personal Directory (see Directory Features documentation for more information on Personal Directory). The default configuration is Off.


- Without lifting the handset, press the **Services** button. 
- **Telephone Options** is the first item in the list. Press the feature button below **Select** in the display window  OR press the **Enter** button  (center of the navigation buttons).
- Use the navigation button to scroll down to **Call Log Option**. 
- Press the feature button below **Select** in the display window OR press the **Enter** button.
- Use the navigation button to scroll down to **Preferred Name Match**.
- Press the feature button  **Select** in the display window OR press the **Enter** button.
- Use the navigation button up or down to highlight the preferred option.
- Press the **Select** feature button to save the option and return to **Call Log Option**

OR Press the **Cancel** feature button to keep the existing configurations. 

- Press the **Quit** button to exit the menu. 

Choose a Ring Type

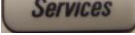



- Without lifting the handset, press the **Services** button. 
- **Telephone Options** is the first item in the list. Press the feature button below **Select** in the display window  OR press the **Enter** button  (center of the navigation buttons).
- Use the navigation button to scroll down to **Ring Type**. 
- Press the feature button below **Select** in the display window OR press the **Enter** button.
- Use the navigation button up or down to highlight one of the **ring types**.
- Press the **Play** button to sample the ring tone. 
- Press the **Stop** button to end play of the tone. 
- Use the navigation button up or down to scroll to another ring tone.
- With the preferred ring type highlighted, press the feature button below **Select** to save the ring type and return to **Telephone Options**

OR Press the **Cancel** feature button to keep the existing configurations. 

- Press the **Quit** button to exit the menu. 


Change Feature Key Labels

The Change Feature Key Label option renames the label displayed next to each feature key (except the primary phone number) or restores the default labels to one key or all keys (see below for more about Restoring Default Labels).

- Without lifting the handset, press the **Services** button. 
- **Telephone Options** is the first item in the list. Press the feature button below **Select** in the display window  OR press the **Enter** button  (center of the navigation buttons).
- Use the navigation button to scroll up to **Change FeatureKey Label**. 
- Press the feature button below **Select** in the display window OR press the **Enter** button.
- Change **FeatureKey Label** is the first item in the list. Press the feature button below **Select** in the display window OR press the **Enter** button.
- **Press** the feature key that you are changing (except primary line number).

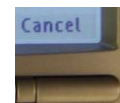
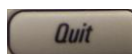
AutoDial



- Enter new information for the feature key label.
 - The display contains additional options including **Delete** and **Clear**. Use the Delete feature button to delete the character to the right of the entry point. Use the Clear feature button to erase all characters entered.
 - If, for example, you want to enter the letter **A**, press the number **2** button once. If you want to enter the letter **C**, press the number **2** button three times. If you want to enter the number **2**, press the number **2** button four times. No letters are associated with the numbers 1 or the 0 buttons.
 - Use the navigation buttons  to add a **space** or **move the entry point** to the left or right.
 - Press the **More** feature button to view additional options including **case** or **CASE**, which will change the **capitalization** of the next letter entered; **Cancel** to end the action; **Symbol** which will display a variety of non-alphanumeric symbols that may be added to the name:
 - ❑ Press the **Up** navigation button to access the symbols.
 - ❑ Press the **Left/Right** navigation buttons to move to a specific symbol.
 - ❑ Press the **Choose** feature key to select the symbol to the right of the entry point.
 - ❑ Press **Text** to return to Text entering.
- When finished with the label entry, press **Select**


OR Press the **Cancel** feature key to keep the existing configurations.

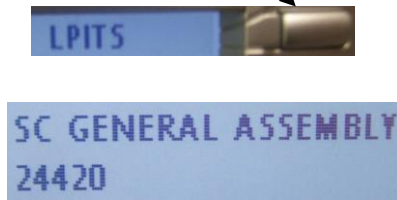
- Press the **Quit** button to exit the menu.



Using Display




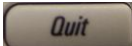
Use the Display button to view the telephone number associated with a feature button such as AutoDial.

- **Press** the **Display** feature button. 
- **Press** the feature button in the upper display area to display the telephone number associated with that button.



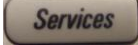




Restoring Default Labels

If labels are changed to the default values, you cannot undo the change. The label configurations must be reentered.

- Without lifting the handset, press the **Services** button.
- **Telephone Options** is the first item in the list. Press the feature button below **Select** in the display window  *OR* press the **Enter** button  (center of the navigation buttons).
- Use the navigation button to scroll up to **Change FeatureKey Label**. 
- Press the feature button below **Select** in the display window *OR* press the **Enter** button.
- Using the navigation button, scroll down to **Restore all key labels** *OR* scroll down to **Restore one key label**
- Press **Select** to choose the option highlighted.
- If **restoring all key labels**, press the **Yes** feature button to confirm changing all keys labels to default values.
- If **restoring one key label**, **press the feature key to be restored**. Then press the **Yes** feature button to confirm changing that feature key to its default value.
- Press **Quit** button to exit the menus. 

Configure the Name Display Format

Names of the incoming call party can be changed from the default setting of first name, last name to last name, first name.

- Without lifting the handset, press the **Services** button. 
- **Telephone Options** is the first item in the list. Press the feature button below **Select** in the display window  *OR* press the **Enter** button  (center of the navigation buttons).
- Use the navigation button to scroll up to **Name Display Format**. 
- Press the feature button below **Select** in the display window *OR* press the **Enter** button.
- Using the navigation button, scroll up or down to **last name, first name** *OR* scroll to **first name, last name**.
- Press **Select** to choose the option highlighted 
 - OR* Press the **Cancel** feature button to keep the existing configurations.
- Press the **Quit** button to exit the menu. 